

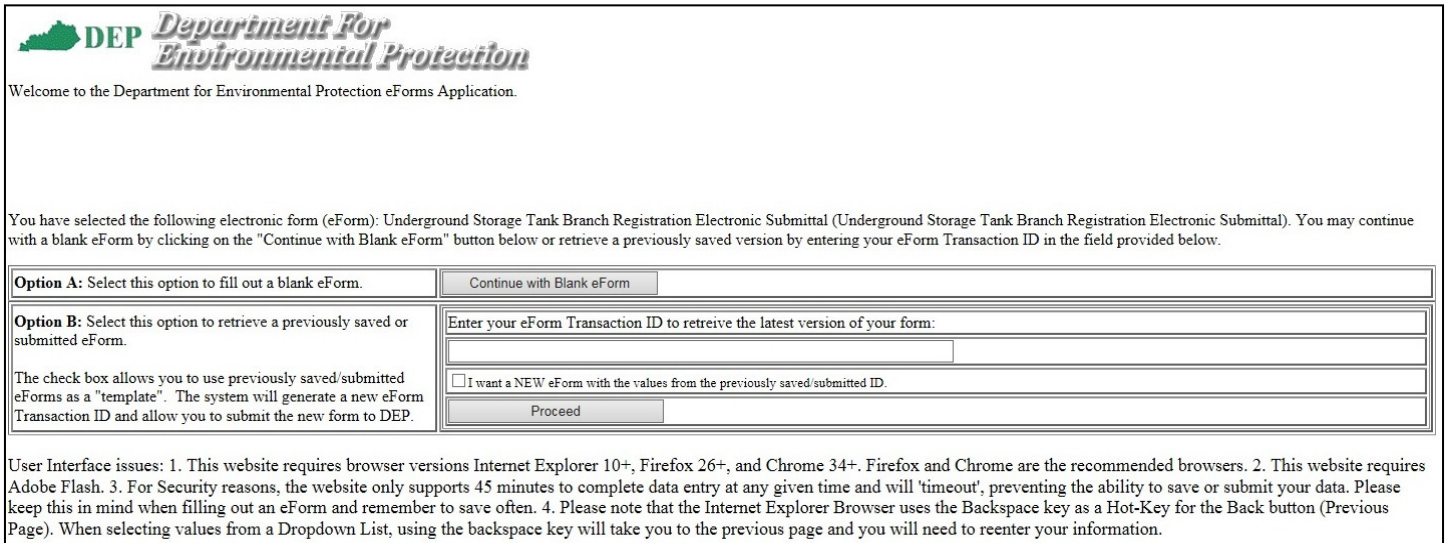
Electronic Submittal Information

Registration Items for UST Systems

Basic Procedure

Open your web browser, go to the UST Branch website at <http://waste.ky.gov/ust>, and follow the electronic submittal links, taking note of any posted updates and information along the way.

Following the electronic submittal links on the UST Branch website will take you to this opening screen for the application:



The screenshot shows the opening screen of the Department for Environmental Protection eForms Application. At the top is the DEP logo and the text "Department For Environmental Protection". Below this is a welcome message: "Welcome to the Department for Environmental Protection eForms Application." A paragraph explains that the user has selected the "Underground Storage Tank Branch Registration Electronic Submittal" form and offers two options: continuing with a blank eForm or retrieving a previously saved version. Below this are two main options: Option A (Continue with Blank eForm) and Option B (Retrieve previously saved or submitted eForm). Option B includes a text field for the eForm Transaction ID and a checkbox for a new eForm with previous values. A "Proceed" button is at the bottom. A footer section lists user interface issues regarding browser requirements, session timeout, and backspace key behavior.

Option A: Select this option to fill out a blank eForm.

Option B: Select this option to retrieve a previously saved or submitted eForm.

The check box allows you to use previously saved/submitted eForms as a "template". The system will generate a new eForm Transaction ID and allow you to submit the new form to DEP.

Enter your eForm Transaction ID to retrieve the latest version of your form:

☐ I want a NEW eForm with the values from the previously saved/submitted ID.

User Interface issues: 1. This website requires browser versions Internet Explorer 10+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

To make the first submittal for a site, find Option A and click the "Continue with Blank eForm" button. (Option B is used for retrieving a previously saved or submitted eForm. If selecting this option, an eForm Transaction ID is required.)

On the next page titled "UNDERGROUND STORAGE TANK BRANCH ELECTRONIC SUBMITTAL," enter the requested information and upload the file(s). All fields with an asterisk are required to be completed.

Upload one file per "Type of Document Submitted." For example, if you are uploading a form in Word with attachments that are in Excel, these will need to be combined into one document (preferably PDF file type) for uploading.

PDF is the preferred file type. Other acceptable file extensions are .doc, .docx, .xls, .xlsx, .jpeg and .tif.

Click the "Click to Submit to DEP" button. The system will provide an eForm Transaction ID that can be saved and used in Option B on the entry page to recall previously submitted Agency Interest specific information.

A confirmation of receipt will be generated and sent via email once the UST Branch has received the document and entered it into TEMPO. The confirmation number and transaction ID will be included in the confirmation of receipt email.

If you do not receive a confirmation of receipt via email within 24 hours, encounter problems, have questions or suggestions, please contact the one of the following people at the UST Branch:

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